



GUIDANCE FOR COMPLETING YOUR RENEWAL APPLICATION FORMS

Please use the following guidance to further assist you in completing your renewal application materials.

AGR 2158 RENEWAL APPLICATION

This form is generated from the Organic Food Program Database and provides a summary of the information we have pertaining to your farming operation. This form provides an opportunity for you to tell us about any changes in address, contact information, and crops/acreage of your farming operation. If any of the information has changed or will be changing for the upcoming production season, please cross out the information on the form and write the correct information.

The fee schedule is included on the first page and should be used to assist you in determining your organic certification costs. Please enclose a check for the complete amount of your annual certification costs. If you would like to discuss setting up a payment plan, please contact Jennifer Watson at (360) 902-1885 or email jwatson@agr.wa.gov. If your renewal is postmarked after **February 1**, remember to include the \$75 late fee.

If you plan to add sites to your organic certification during the upcoming production season, please indicate the number of New Site Applications you would like sent to you in the space provided on the first page of the form.

The following pages of this form (ranging from 1 to 10 pages depending on the number of sites in your farming operation) describe our records pertaining to your farming operation (site location, site acreage, crops and crop varieties produced, acreage of crops and crop varieties) of your organic and transitional food production. Please verify that the information we have is correct by checking the box indicating that the data is accurate. If the information is incorrect, please write the correct information in the space provided.

AGR 2281 ORGANIC OPERATOR AGREEMENT:

The Organic Operator Agreement is the legal binding document in which you affirm your commitment to complying with National Organic Standards. This form must be completed to accurately describe the legal identity of your business.

An "Individual (Sole Proprietorship) is one who engages in business as himself or herself, without using any other business name, i.e. "Martha Washington." Business-related documents (checks, invoices) are only in the individual's name, and none other.

An "Individual 'Doing Business As'" engages in business under a name other than the person's given name and without incorporating or forming any other type of legal business entity (also known as a sole proprietorship). The individual is simply operating under an additional name, i.e., "Martha Washington, doing business as Martha's Valley Farm." Documents related to the business are either in the individual's name or the business name.

A Limited Liability Company (LLC) is a hybrid entity that combines some of the attributes of a corporation with the association tax status of a partnership. Every LLC must have a registered agent. An LLC's may be owned either by a single member or by more than one member. The members may be persons, corporations, partnerships, trusts, other LLC's, or any other legal entity.

A General Partnership is a business entered into for profit and that is owned by more than one person, each of whom is a partner, i.e., "Martha and George's Valley Farm." Documents related to the business include a partnership agreement and bank accounts and checks in the partnership's name.



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AGR 2265 ORGANIC OPERATOR AGREEMENT (CONT'D):

A Corporation is a business entity formed and authorized by law to act as a single person, i.e., "Martha and George's Valley Farm, Inc." Corporations are formally recognized by the Secretary of State where they are incorporated or do business as an out-of-state corporation, and are required to file periodic reports of their officers and directors. They must have bylaws that govern corporate activities.

Sign and date the document in the space provided at the bottom of the page.

Your organic renewal application will not be approved unless the Organic Operator Agreement is signed.

AGR 2261 ORGANIC PRODUCER SALES SUMMARY

This form asks for information regarding the previous calendar year's sales of organic food crops sold from your farming operation. This information is necessary for two reasons: First, it allows us to verify that the fee you paid for your annual organic certification was accurate. Second, it provides information that can be used during your annual organic food inspection to conduct an audit.

Section A. asks you to describe your previous year's direct sales and sales to restaurants and retail stores of organic food products. If you sell only through direct markets and Section A. is not suited to the recordkeeping system in place on your farming operation, use the space provided to describe your total annual sales of organic food crops to direct markets and your method for coming to the total sales number you provided on AGR 2158 Renewal Application.

Section B. asks you to describe your previous year's wholesale sales of organic food products. Please make sure to list ALL crops listed on your certificate in this section. If a crop is listed on your certificate and you did not sell the crop through wholesale venues during the 2006 production season, write the crop name under the "Organic Products" column and indicate "No Sales" under the "\$ Sales Per Product" column.

If you sell organic food products ONLY through direct market venues, complete only Section A. If you sell organic food products ONLY through wholesale market venues, complete only Section B. If you sell organic food products through to both direct and wholesale markets, complete both Section A. and Section B. as it pertains to your 2005 sales of organic food crops. Be careful to not claim the same sale in both Section A. and Section B.

NOTE: Sales must be reported per calendar year, *not* production season. This will mean that you may claim sales of products produced in previous years and not claim sales of all products produced during the 2005 production season if you have not received payments for those crops to date.

AGR 2256 PRODUCTION YIELD FORM:

The Production Yield Form captures your previous year's yields and your expected yields for the year to come. The form is used as a tool in conducting audits of your operation during your annual inspection. It is also used to verify that the sales you claimed from your previous year's production are justified by your yields of organic crops.

We understand that some production systems do not allow for yields to be maintained in a manner that is compatible with this form. If your farming operation is such that yields per crop per acre are not available, describe your method for recording production. This could include, but is not limited to describing square feet planted to each crop, numbers of CSA shares sold, pounds of seeds planted, number of boxes harvested, etc.

NOTE: If this form is not suitable for the recordkeeping system in place on your farming operation, please submit a written explanation of how you maintain production records.



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AGR 2122 ORGANIC CROPPING/LIVESTOCK SYSTEM PLAN UPDATE

Section A. of the Organic Cropping/Livestock System Plan Update captures information pertaining to your certification history both with WSDA Organic Food Program and with other certification agencies.

Section B. begins with a checklist pertaining to the primary areas of production on your farming operation. Place an "X" in the box next to the individual area of production if you do not plan to make any changes to your production system from that which was described in the Organic Cropping/Livestock System Plan submitted with your 2005 renewal application.

If you are planning on making changes to a specific area or areas of your production system from what was indicated in the Organic Cropping/Livestock System Plan submitted with your 2005 renewal application, do not place an "X" in the box next to the specific area of production and describe the changes you plan to make in the space provide on page 2 of the form.

Section C. of your Organic Cropping/Livestock System Plan Update, you are asked to provide a comprehensive list of all materials you plan to use or you may use during the upcoming production season. Unlike Section B. of the Organic Cropping System Plan Update (where you are only asked to describe *differences* in your plan), Section C. requests comprehensive, current information about materials you plan to use on your farming operation.

Please take the time to indicate all materials that you are certain to use and those that may be used if circumstances require. Please do not leave any section of the Material Information section blank. If you do not plan to use a type of material the form requests, check the box that indicates "N/A. I do not use MATERIAL TYPE on my farming operation." Please ensure that your Organic Cropping/Livestock System Plan Update is filled out completely, leaving no portion of the form blank.